



3327 W. Industrial Loop  
Coeur d'Alene, ID 83815  
[www.teshinc.com](http://www.teshinc.com)  
(208) 765-5105

<b>JOB TITLE:</b>	<b><i>Life Skills Instructor</i></b>
<b>DEPARTMENT:</b>	PTI & Activity Center, Adult Services
<b>RESPONSIBLE TO:</b>	Developmental Specialist
<b>SUPERVISES:</b>	None
<b>FLSA:</b>	Hourly, Non-Exempt

## **ORGANIZATIONAL CORE PURPOSE**

Offer choices and opportunities to people of all ages seeking greater independence, self-sufficiency, and participation in their community.

## **POSITION OVERVIEW**

Provide life skills instruction to individuals with developmental disabilities to assist them in living as independently as possible. Training provided in classroom or community setting with groups of up to 8 to 12 individuals or 1:1. Provide stimulating, age appropriate activities for the Adult Activity Center clients.

## **ESSENTIAL JOB DUTIES**

**Consumer Instruction** – Carry out individualized program plans in a group setting. Insure that the quality of each program is maintained through conduct which is personal and professional, and which reflects the integrity of Tesh and its programs. Provide information about classes, clients, and/or program status to the program managers.

**Class Preparation** – Following Program Implementation Plan course guidelines develop or enhance curriculum to meet the needs of those receiving services. Provide training based on treatment plan guidelines. Use innovation and creativity in planning and executing classes. Prepare two weeks of curriculum in advance and keep on file for use by anyone who is asked to fill in during your absence.

**Consumer Interaction** – Insure that all interactions with clients are focused toward promotion of their independence. Interactions with clients should be made in a professional, age appropriate manner.

**Documentation** – Complete Implementation Plan, Billing Sheets, and Behavioral logs within 24 hours of actual class. Complete incident/accident reports the same day the incident occurs. Complete these and all other required paperwork in clear, concise, complete, and objective manner; submit all paperwork in timely manner, meeting all required due dates.

**Flexibility** – Must be willing and able to adapt to client changes on a daily basis as defined by the needs of the program.

**Attendance** – Except for planned and approved absences, consistent and regular attendance at work and meetings is required.

**Physical Requirements** – With or without reasonable accommodations, be able to lift up to 50 pounds on an occasional basis; walk, stand and sit at various intervals throughout the day; on occasion may need to assist adults on and off of the toilet or with other toileting needs.

## **ESSENTIAL EXPECTATIONS OF ALL TESH EMPLOYEES:**

**Agency Expectations** – Interactions with co-workers and supervisor must be conducted in a professional manner. Conflicts with others, at any level, should be resolved appropriately and as defined in the TESH handbook. All staff are expected to make a positive and effective contribution to Tesh by way of their behavior and work activities.

**Ethical Conduct** – Behavior at all times must include honesty, sincerity (non-deception), candor, integrity and reliability (promise-keeping).

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Drug and Alcohol Free Workplace – Must comply with Drug and Alcohol free workplace standards (further defined in staff handbook).

**OTHER DUTIES AS ASSIGNED OR REQUESTED:** Must work cooperatively with team members. Will responsibly monitor time and work efficiently in all endeavors. May be asked to serve on Tesh committees. Perform other duties as assigned by supervisor.

**QUALIFICATIONS:** Graduation with Associates Degree in a Human Services field or a certification in teaching adult basic learning is required. Must be able to read and write at 12<sup>th</sup> grade level. One year experience working with people with developmental disabilities required. Must have an interest in working with persons with a variety of disabilities. Must have a good driving record, valid driver's license, and liability insurance; must be able to pass a criminal history background check. Must pass drug/alcohol screen and work in drug and alcohol free workplace.

**WORK ENVIRONMENT:** Teaching hours typically 8:00am to 4:00pm Monday through Friday; working hours will include class preparation time if needed and time to complete required paperwork. Hours may vary based on client and company needs and schedule of clients served. Actual daily classroom assignments may vary. Weekly schedule may vary. Will work primarily in a classroom setting, including standing, sitting, and stooping throughout the day and movement between classrooms.

**WAGE:** Starting wage is \$10.00 per hour. This position is entitled to overtime compensation if over 40 hours are worked within one work week.

**FRINGE BENEFITS:** Position is entitled to all the fringe benefits of Tesh, Inc including medical and dental insurance, paid time off and sick leave after two successful months on the job. Prorated for part time employees working 25 hours or more per week.

**RISK OF EXPOSURE TO BLOOD BORNE PATHOGENS CLASSIFICATION: II**  
(Please refer to Job Description Addendums A, B & C)

*The above is general in nature and not intended to be exhaustive. TESH Inc. reserves the right to revise or change job duties and responsibilities as the need arises.*

*Equal Employment Opportunity ~ Affirmative Action ~ Drug Free*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_